



IDAHO EMERGENCY COMMUNICATIONS COMMISSION  
4040 W. Guard St.  
BOISE, ID 83705

## OFFICIAL MINUTES

A meeting of the Idaho Emergency Communications Commission (ECC) was held on August 7, 2008 at Gowen Field, building 440, room 275. Chairman Nancolas called the meeting to order at 1:36 p.m. A quorum was present.

### Members Present:

- Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
- Clint Berry, Qwest, Boise
- R. David Moore, Blackfoot Police Chief, Commission Treasurer
- Chris Smith, Idaho Sheriff's Association
- Kevin Quick, Chief, Pocatello Fire Department
- Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services
- Rich Wills, State Representative, Commission Vice-Chairman
- Joe Young, Idaho Association of Counties
- Jim Lemm, J & R Electronics, INC., Coeur d'Alene, (Phone Bridge)

### Members Absent:

- Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary
- Bill Shawver, Director Homeland Security

- Teresa Baker, Ada County Prosecutor's Office
- Troy Hagen, Ada County Paramedics
- Mitchell Toryanski, Lead Deputy Attorney General and Ex-Officio Member

### Others Present:

- Bruce Bowler, Madison County Sheriff's Office
- Bob Wells, Idaho Bureau of Homeland Security
- Dodie Collier, SIEC
- Nancy Gollaher, Military Division
- Steven Reval, Positron Public Safety (Phone Bridge)
- Gary Stenzel, Nez Perce County (Phone Bridge)
- Valee Wills, Teton County (Phone Bridge)
- James Brede, Administrative Assistant, Public Safety Communications
- Eddie Goldsmith, ECC Project Manager

### Approval of Agenda

Chairman Nancolas asked for a review of the Agenda.

Goldsmith requested a change to the PSAP Standards portion.

**MOTION: It was moved and seconded that the Commission approve the Agenda as amended for the August 7, 2008, Idaho Emergency Communications Commission meeting. The motion passed.**

### Approval of Minutes

Chairman Nancolas asked for a review of the July 9, 2008 Minutes.

**MOTION: It was moved and seconded that the Commission approve the minutes of the July 9, 2008, Idaho Emergency Communications Commission meeting as amended. The motion passed.**

## **Financial Report**

Commissioner Moore presented the following financial information:

The amount of expenditures for August is \$101,070.00; the Year to Date amount of revenue collected is \$163,000.00; the current Cash Balance is \$278,465.00.

Commissioner Moore asked that the report be accepted.

Commissioner Gainor asked a question related to the labeling of the spreadsheet and the fourth quarter numbers. Nancy Gollaher representing the Military Division explained that the data on the sheet only represents July and what has happened so far in the fourth quarter.

**MOTION: It was moved and seconded that the financial statement be approved. The motion passed.**

## **Review of FY 2009 Proposed Budget**

Commissioner Moore presented the fiscal year 2009 proposed budget and highlighted the following:

- Proposed budget: \$ 161,948.00
- Increase in Commission meeting expenses
- Salary increase for the Project Manager

Commissioner Wills asked a question concerning future increases in gasoline and other related expenses. Moore explained that it was considered and is reflected in the proposed budget.

Chairman Nancolas asked Gollaher where the revenues side was located on the spreadsheet. Gollaher said it was located on the attachment and includes the additional 22 cents for the participating counties.

Moore projected revenue of \$187,000.00 with the additional one percent. Nancolas added that the difference between the proposed budget and projected revenue would leave additional money left over. He recommended putting that money in a contingency fund, only expended by authority of the Commission. The contingency fund would be authorized by motion to move money as the Commission sees fit.

**MOTION: It was moved and seconded that the Proposed Budget reflect the difference between revenues and expenditures and show the difference as a contingency fund, available to the commission by motion. The motion passed.**

Commissioner Gainer asked several additional questions related to the proposed budget and Commissioner Moore explained all items and answered her questions.

**MOTION: It was moved and seconded to accept the fiscal year 2009 proposed budget as amended and recommend it for approval. The motion passed.**

Commissioner Moore discussed tracking revenue and said they had decided to make two columns on the sheet to track counties paying into the new fund and a separate column for the counties still paying under the old system. Moore said this was important, since those under the old law are ineligible to apply for the funds under the new increase, but still eligible for other grant opportunities.

## **SIEC Update**

Dodie Collier reported on the following:

Collier said the CTA Assessment is currently on track, on budget and it's looking like the 700 MHz is moving forward with supporting documentation and data. They still have some issues with the VHF in areas where the 700 MHz is not capable of functioning to the specifications of various Public Safety entities. The assessment should be complete by the end of October. Collier said the technical and policy folks are looking at the assessment to make sure the data is correct. Furthermore, they have asked the counties to validate their data before they move forward. Collier said the SIEC has approved the Gem County Communication Plan, three Tribal Communication Plans and have all but three county plans to complete. Additionally, the 2006 monies that were ready to expire in December of 2008, have been extended to February 2009. The next SIEC meeting is scheduled for August 28, 2008 at Gowen Field.

Commissioner Gainor reported that during the SIEC meeting in July she asked CTA Communications if consolidated PSAP's would be displayed in their report. Gainor said her question was met with a very disappointing level of resistance, with the explanation being that the SIEC's report should not be promoting concepts that may be viewed as controversial. Gainor said she found that very disconcerting, due to the fact that Idaho has several consolidated dispatch centers, and those centers should see themselves reflected in this report.

Collier said we need to identify these types of issues and address them as soon as possible. This is the time to validate and add any missing pieces.

Commissioner Gainor added that she thinks it's a technical issue and someone like Eddie Goldsmith would be better positioned, on behalf of the Commission to look at these diagrams and make sure the report does not understate what it is going to take for a dispatch center to move forward.

Collier added that she would make sure Goldsmith received a copy of the report for his review. She also announced the Federal National Emergency Communications Plan is now available on line and is public information. She said there is a section in the plan related to 9-1-1 communications and PSAP's.

## **E911 Program Coordinator Report**

Eddie Goldsmith reported on the following items:

Goldsmith said Valley County had received their RFP responses for their new enhanced system.

Caribou County, Power County, Kootenai County, Benewah County and Jefferson County now have resolutions for their 25 cent surcharge.

Goldsmith said he has been invited to attend the Washington State 9-1-1 Coordinator Conference and the NASNA Conference later this year. Goldsmith suggested that the Commission send two Commission members with him to the conference. Goldsmith said Next Generation 9-1-1 partners will be gathering at the same location and he will meet with them concerning networks and designs.

Goldsmith Completed PSAP Site Surveys and Needs Assessments in Boundary County, Shoshone County and Bonner County. He also met with Boundary County Commissioners, concerning initiation of their one dollar surcharge. Goldsmith said when he finished his presentation they requested contact information for Commissioner Baker, so they could get their legislation completed. Additionally, they requested Goldsmith return in September to give a presentation to the Bonners Ferry City Council and conduct public meetings to explain the 9-1-1 system. Goldsmith also commented on grant procedures and said if we follow our procedures it could be 2010 before we can issue any money. He offered several suggestions to speed up the process.

Commissioner Gainor offered a few observations and relayed that when developing the dates they were persuaded to assure dates coincided with County budgeting process timelines, to make the most time available for planning considerations. Gainor said the rules require the Commission to complete award notifications on October 31, 2009 and we can disperse funds the next day, based on the applicant. The Commission would be in compliance if we put a grant application out in February and would have until September 15<sup>th</sup> to evaluate the applications. She said the rule making timelines concerning emergencies may take longer than the original time requirements. Gainor emphasized that the Commission should deliberate on these issues prior to further engagement.

Vice Chairman Wills agreed and said he believed we have enough time in the current system, without changing anything. He said even with emergency changes, it would still need to be approved at the 2009 Legislative session.

Chairman Nancolas said the grant time requirements should be addressed by the Commission first. The process and cycle needs to be consistent, well defined and will add validity to the entire process. Nancolas said if there is an opportunity to keep it from being dissected, it will be better off in the long run. Furthermore, he said we should set our cycle based on the IDAPA 38 rules and begin the process in February 2009. That will give us time to review the documents so funds can be issued at the beginning of October.

Goldsmith voiced his concerns with the cycle deadline for the return of funds, since some projects could take more than a year to complete.

Chairman Nancolas said usually the money does not necessarily need to be expended, but must be committed.

Vice Chairman Wills agreed that committed funds will qualify as having the funds expended.

Goldsmith also had a question related to when we get to the point where we are going to send out for the grant form to submit the grant requests; are we going to just look at available money on hand, or are we going to look at what's coming in each month?

Commissioner Gainer said if you reach into subsequent months, you are taking from the next years grant cycle account. She recommended picking a point in time as a matter of policy for the Commission, either the application deadline, or another date. The account balance on that day is available for issue. What is deposited starting the next day builds the bank account for the next years grant cycle.

Chairman Nancolas agreed and said that is the normal process. Nancolas said we will stay with the current rules, and get monies issued as soon as possible.

Commissioner Gainor also reminded everybody that we do have contingency award provisions in the rules. If an applicant is awarded funds and turns around thirty days later and return those funds, the Grant Sub-Committee can put the next eligible applicant on notice.

Commissioner Quick asked a question concerning collection of funds awarded in the first cycle, and when they start building for the second cycle.

Chairman Nancolas said he assumed it coincided with the date the application closed. He said the dates are critical and as long as we stick with those dates and stay consistent, it makes it an easier process and avoids confusion. Nancolas said to use the July 31 date and start building August 1<sup>st</sup> for the next grant cycle.

## **Sub-Committee Reports**

Commissioner Berry had nothing new to report this session.

## **PSAP Standards**

Bruce Bowler presented the following report:

Bowler gave a brief synopsis of what the PSAP Committee had accomplished over the past month. He said they had a meeting on August 4, 2008 with various agencies. Furthermore, he announced they have recently added the following members to the PSAP Sub-Committee: Kerry Riggins, Nez Perce County and Deanne Taylor, Cassia County. On July 29, 2008 they held their first training conference call which included basic 9-1-1 overview and a power point presentation. Bowler said it was a great opportunity to view the presentation and ask questions. Bowler said on August 13, 2008 they will offer another conference call that will be more advanced, and should have more participation throughout the state. He also talked briefly about some training ideas for the September meeting in Post Falls and relayed that Committee members have been meeting with a P.O.S.T. representative and going over curriculum matters. In closing, Bowler asked if there was any further information on the Missing Person Training mentioned at the last meeting.

Commissioner Gainor said she had talked with the program director and they are willing to entertain bringing their instructor team here to Idaho. Gainor said she would be happy to help with logistics and planning.

## **Election of Officers**

**MOTION: Commissioner Moore moved and Commissioner Gainor seconded that Chairman Nancolas remain in his current position as Chairman for another one-year term of service. The motion passed unanimously.**

**MOTION: Commissioner Gainor moved and Commissioner Berry seconded that the Commission keep the current serving officers for another one-year term of service. The motion passed unanimously.** Commissioner Wills will remain as Vice-Chairman, Commissioner Cronin will remain as Secretary, and Commissioner Moore will remain as Treasurer.

## **New Business**

Chairman Nancolas requested Agenda items for the September meeting in Post Falls. Goldsmith suggested the following training Agenda:

- SIEC briefing
- PSAP Standards Committee briefing
- Non-Enhanced Communication Center and CAD
- IDAPA 38 Grant Procedures
- Multi-Line-Telephone Systems (MLTS)
- Break for lunch
- ECC Commission Meeting

## **Future Meetings:**

- September 4, 2008 –Red Lion, Post Falls
- October 2, 2008 -Gowen Field, Bldg 440
- November 6, 2008 –Gowen Field, Bldg 440
- December (to be determined)

**MOTION: It was moved and seconded that future meeting dates be approved. The motion passed.**

## **Open Comment Period**

Chairman Nancolas asked if anybody in the galley had any questions or comments.

**MOTION: It was moved and seconded that the Commission adjourn. The motion passed.**

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Garret Nancolas  
Mayor, of Caldwell, Commission Chairman

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James W. Brede  
Administrative Assistant, Public Safety Communications